

14 FEB 1977

MEMORANDUM FOR: Component Personnel Officers

SUBJECT : Clerical Testing - New Employees Who Fail  
To Qualify

1. The Clerical Staffing Branch has the responsibility for the administration of all clerical skills tests to applicants and employees. Applicant testing is conducted daily in Room 316, Ames Center Building. Qualifying typing and short-hand tests are administered to interested employees on alternate Tuesday afternoons in the same location. Component Personnel Officers may arrange testing for their employees by calling extension

2. Clerical applicants are required to sign an Employment Information Agreement which outlines basic conditions of employment, including skills qualification standards and policies. Those applicants who fail to meet the skill(s) qualification standards prior to their entrance on duty or during their EOD Orientation will be downgraded if they were given an extra grade on the basis of the skill(s).

3. The policy regarding Change to Lower Grade and Restoration of Grade is as follows:

- a) CHANGE TO LOWER GRADE: New employees who fail to qualify in their appointed skill(s) will be reduced to a lower grade. They will be required to sign a Memorandum of Understanding which explains the reason for the lower grade and the 90-day restoration period. Clerical Staffing Branch will prepare the appropriate SF 1152 for employees who are assigned to CSB/TAS. Components will prepare and forward to OP/CSB the SF 1152 for employees who are assigned to them. CSB will forward the SF 1152 and a copy of the Memorandum to OP/SAS for approval. The effective date of the lower grade will be the first day of the bi-weekly pay period following their EOD date.
- b) RESTORATION OF GRADE: When employees whose grades have been lowered qualify in their skill(s) within the 90-day period following their entrance on duty date, the Clerical Staffing Branch will notify the

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appropriate component personnel office of the results. If the employee's general performance of duty has been satisfactory, the component will prepare a Request for Personnel Action, SF 1152, to effect a "Promotion." The action will reflect restoration of the original classification, grade and salary and be forwarded to Chief, Clerical Staffing Branch for approval. The effective date of the Promotion will be the first day of the bi-weekly pay period following receipt of the action in OP/TRB.

4. Questions concerning clerical testing or the policy contained in this memorandum should be directed to [redacted] Chief, Clerical Staffing Branch, Extension [redacted]

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F. W. M. Janney  
Director of Personnel

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